

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Actions on the Health & Safety Survey of South, Central & East Bldgs.

FROM:

Executive Officer, OL

EXTENSION

NO.

DATE

30 July 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED FORWARDER

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FILE: 04M-2-1

Office of Logistics

Proposed Actions on the Health and Safety Survey
of South, Central, and East Buildings

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1. A high percentage of the deficiencies cited in the Health and Safety Survey are items that should have been taken care of through services provided by the General Services Administration (GSA) under the Standard Level Users Charge (SLUC). Overall support for the Office of Technical Services (OTS) complex, however, has been inadequate for the past few years. A preventive maintenance program, which would have corrected a number of the cited deficiencies is nonexistent. Examples of the lack of GSA support include; no interior painting (with the exception of renovations) for the past eleven years; a three-year-old work order to construct a catch basin to prevent rainwater from entering the building; dirty and unsanitary rest rooms; and a two-year work order for installation of a fire escape. The Office of Logistics continues to work with GSA, through local managers and through discussions between the Director of Logistics and the Administrator, National Capital Region, GSA, to resolve these problems but have met with limited success.

2. The alternative to GSA support is to contract the work out to private contractors. GSA has not been supportive of the Agency's efforts to contract for work they are responsible for providing. A previous building manager at the OTS complex went so far as to inform us that he could instruct the Federal Protective Officers (who are under GSA control) that if private painting contractors appear, they may not be given access to the building. The Deputy Director for Administration and the Director of Logistics met with Gerald Carmen, the GSA Administrator, on 28 July 1981 to discuss GSA support to the Agency. While Mr. Carmen appeared to be supportive of the Agency, assuming full responsibility for the maintenance of [redacted] at NPIC, he was less forthcoming on additional delegations of authority for support in other areas. He indicated that additional delegations would be dealt with on a case-by-case basis.

3. The Agency employees are our most important asset and they must be provided with a safe and healthy work environment. OL plans to work with OTS and GSA and make every effort to ensure that the deficiencies cited in the Health and Safety Survey are corrected in a timely manner. The Chief, Logistics, OTS (C/LOG/OTS), who is a logistics careerist, is assuming primary responsibility to see that the deficiencies are corrected. He will be supported by senior logistics officers from Logistics Services Division, OL, and Real Estate and Construction Division, OL. Additionally, copies of the Survey will be sent to the Administrator, National Capital Region, GSA, and the OTS building manager with a covering letter requesting immediate response to the cited deficiencies.

4. In some instances, however, the only alternative to correct the situation will be to contract out for the support required. Based on previous experience and the recent meeting with Mr. Carmen, we must be prepared for continued resistance from GSA when seeking delegations for contracting support. The Agency may have to use the Director's special authorities in order to contract for the

support necessary to correct the deficiencies which are impeding OTS's efficiency.

5. Outlined below is a list of the major categories cited in the Survey that require attention; who has the responsibility for resolving the problems; and the time frames for completion of the actions.

a. Electrical - Action: OTS/Logistics and GSA

The majority of the deficiencies listed in this category require a minimal amount of work for correction. Chief, Logistics Branch, OTS (C/LOGS/OTS), will initiate action immediately with GSA for correction of these deficiencies.

Expected completion date - 1 October 1981.

b. Fire Protection - Action: OTS/Logistics, OL, and GSA

The deficiencies in this category range from the removal of soiled rags and waste to the installation of a fire escape. C/LOGS/OTS will work with OTS personnel to correct the house-keeping problems. He will also initiate work orders with GSA to correct the deficiencies that fall within their area of responsibility. OL will begin immediately to replace and/or install fire extinguishers. GSA will continue with the installation of the fire escape.

Expected completion dates - 1 October 1981 for items other than the fire escape. The fire escape should be installed by 1 January 1982.

c. Chemical Storage - Action: OTS/Logistics and OL

OTS is awaiting completion of report by a private contractor which will contain recommendations on chemical storage and handling. On receipt of this report, OTS/LOGS will work with OL in determining the appropriate action for resolution of the identified problems.

Expected completion date - 1 December 1981.

d. Emergency Lighting - Action: OTS/Logistics and GSA

OTS/LOGS will initiate action immediately with GSA to install, repair, or replace lights in the areas identified in the report.

Expected completion date - 1 October 1981.

e. Ventilation - Action: None required - met federal standards.

f. Noise - Action: No logistics action required - met federal standards.

g. Miscellaneous - Action: OTS/Logistics, OL and GSA

Items cited in this category include; improper storage of material; water leaks; repair walls; improve housekeeping; and clean and ventilate rest rooms. OTS/Logs will correct those items that require internal OTS action. They will initiate work orders and work with OL and GSA for the correction of the remaining items.

Expected completion date - 1 January 1982.

6. In order to solve some of the major longstanding problems cited in the report and to provide a safe and sanitary environment for the OTS employees, OL will seek approval from GSA to contract for the refurbishment of rest rooms; the repair and repainting of deteriorating walls; the construction of a catch basin; and the installation of a handrail on the outside of East Building. This action is necessary because of the lack of support from GSA on these projects.

7. In summary, C/LOGS/OTS will begin immediately to correct the deficiencies cited in the Survey by requesting action on the various items from either GSA, OL, or individuals within his own organization. Beginning 1 October 1981 and continuing every sixty days thereafter until the completion of the project, C/LOGS/OTS will submit progress reports to the Director of Technical Services and the Director of Logistics. The Director of Logistics will monitor the progress of the project and determine if alternative action is necessary to correct the cited deficiencies.